

IV. RECORDS RETENTION SCHEDULE

STATE ATHLETIC COMMISSION

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-13

This Schedule Lists Only Those Records
Created and Used by the

State Athletic Commission

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-13 ✓

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

State Athletic Commission

Item No.	AGENCY Description	DIVISION Retention
1	<p><u>MEDICAL REPORTS FILE:</u></p> <p>Folders maintained for each boxer, wrestler, second and trainer containing Form #1 for wrestlers, Form #2 for boxers, insurance reports for ring injuries sustained, correspondence (original and carbons) with doctors and lawyers pertaining to injuries, newspaper clippings and Commission Physical Reports.</p>	<p>Retain until boxer reaches age thirty-five (35), then destroy.</p> <p>Retain until wrestler reaches age fifty (50), then destroy.</p>
2	<p><u>MASTER INDEX CARDS:</u></p> <p>This file is separated into several series: yellow cards for boxers, pink cards for wrestlers and green cards for matchmakers, promoters, referees, seconds and trainers. Both boxers' and wrestlers' cards contain ring and proper names, addresses, ring record to date, opponents, results, status and license numbers with the date issued and date expired. The green cards list names, addresses, license numbers, dates issued and expiration dates and any remarks. When cards are filled completely or become inactive, they are pulled and filed separately.</p>	<p>Retain cards for three (3) years after retirement, then dispose.</p>
3	<p><u>CONTRACT FILE:</u></p> <p>Signed, sealed and notarized Manager/Boxer Contracts and Promoter/Boxer Contracts that provide mutual provisions for terms of employment, duration, compensation, physical conditions, Commission rules, regulations and penalties.</p>	<p>Retain until boxer reaches age fifty (50), then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 612-13

PAGE
NO. 2 of 2

In No.	Description	Retention
4	<p><u>SCORE CARDS:</u></p> <p>Maintained for each boxer and boxing event that shows dates, sites, name, weights, trunks, points and penalties by rounds and official winner.</p>	<p>Retain for then (10) years, then destroy.</p>
5	<p><u>WRESTLING FILE:</u></p> <p>Folders maintained for each wrestler that contain requests for referees, medical reports (Form #1), license applications, newspaper clippings, injury reports for medical and legal action and correspondence with contestants and the Commission.</p>	<p>Retain until wrestler reaches age fifty (50), then destroy.</p>
6.	<p><u>WORLD BOXING ASSOCIATION FILE:</u></p> <p>This contains correspondence with other State athletic commissions about boxing promotions, ratings for boxers, news releases, suspensions and information about other American and foreign boxing commissions.</p>	<p>Retain for three (3) years, then destroy.</p>
7	<p><u>WORLD BOXING ASSOCIATION CARD FILE:</u></p> <p>A card is maintained for each W.B.A. member in the United States and other countries which lists names, addresses and telephone numbers.</p>	<p>Retain card until retirement of participant, then three (3) years later, destroy.</p>
8	<p><u>ACTIVE PROMOTERS FILE:</u></p> <p>Folders for each promoter that contain correspondence concerning license applications and regulations; site and event requests, authorizations, and performance bonds.</p>	<p>Retain for three (3) years after retirement, then destroy.</p>